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	EXPIRES 31 MARCH 2001 Civilian Personnel CLASSIFICATION GUIDANCE Chiefs of Construction -Operations, Operations, and Planning and Engineering	
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CEHR-E

DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers
Washington, D. C. 20310-1000

EC 690-1-703

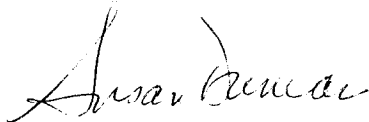
Circular
No. 690-1-703

12 April 1999

EXPIRES 31 MARCH 2001
Civilian Personnel
CLASSIFICATION GUIDANCE
Chiefs of Construction-Operations, Operations, and Planning and Engineering

1. Purpose. This circular provides classification policy and guidance for chiefs of Construction-Operations, Operations, and the functions of Planning and Engineering when combined.
2. Applicability. This circular is applicable to all USACE commands.
3. References.
 - a. Memorandum, CEHR-E, subject: Classification of Chiefs of Construction-Operations, Operations, and Planning and Engineering, dated 28 June 1997 (Appendix A).
 - b. Memorandum, CEHR-E/CECW-O, subject; Chief of Construction-Operations and Chief of Operations Positions, dated 1 September 1994 (Appendix B).
 - c. Memorandum, CEHR-E/CECW-O, subject: Operations and Maintenance Positions, dated 16 June 1994 (Appendix C).
4. This circular is transitional in nature, to be republished or rescinded as required.

FOR THE COMMANDER:


SUSAN DUNCAN
Director of Human Resources

APPENDIX A

CEHR-E (690-500)

28 July 1997

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS

SUBJECT: Classification of Chiefs of Construction-Operations, Operations, and Planning and Engineering

1. References:

- a. Appendix E, ER 10-1-2, 1 May 1996.
- b. Memorandum, CEHR-E/CECW-O, subject: Operations and Maintenance Management Positions, dated 16 June 1994.
- c. Memorandum, CEHR-E/CECW-O, subject: Chief of Construction-Operations and Chief of Operations positions, dated 1 September 1994.

2. When classifying managerial and supervisory positions over multi-disciplinary work teams, I believe that greater emphasis must be placed on the variety and diversity of programs, projects, or functions directed. Reference a requires that ~~A~~In combinations of Planning, Engineering, Construction, and/or Operations the head of any Construction or Engineering element will be a registered professional engineer.@ It does not specifically speak to the classification of the chiefs of the combined functions; however, the intent was that these positions would be classified to a mix of series reflective of knowledges required to manage the organization and the work force supervised.

3. Chiefs of Construction/Operations will continue to be classified in accordance with the guidance contained in references b and c; however, prior approval requirements for classification as engineer only will be in accordance with paragraph 4 below. Chiefs of Planning and Engineering will be classified as interdisciplinary when the position can be successfully performed by individuals from more than one discipline. An interdisciplinary classification is appropriate when the job involves knowledges which are characteristic of more than one series (e.g. engineering, architecture, biology, economics, etc.) and expertise in any one of them is sufficient to perform the duties. In these cases, disciplines most represented in the organization supervised will be used. Chiefs of Planning and Engineering may be classified to engineering series only when engineering knowledge is paramount and is clearly required to perform the duties involved.

CEHR-E

SUBJECT: Classification of Chiefs of Construction/Operations, Operations, and Planning and Engineering

4. I recognize that there are situations where the proper classification of these positions is to a single discipline or to engineering series only. When adequate justification exists to support such a determination, you should submit your request for my approval through command channels to this headquarters. Point of contact for these actions is Monroe A. Major, CEHR-E, telephone 202-761-0331, FAX 202-761-1245.

/S/

JOE N. BALLARD
Lieutenant General, USA
Commanding

APPENDIX B

CEHR-E/CECW-0

1 September 1994

MEMORANDUM FOR COMMANDERS, ALL MSCS AND DISTRICTS

SUBJECT: Chief of Construction-Operations and Chief of Operations Positions

1. Reference CEHR-E/CECW-0 memorandum, subject: Operations and Maintenance Management Positions, dated 16 June 1994.
2. The referenced memorandum provided guidance that Chiefs and Deputy Chiefs of either Construction-Operations or Operations should normally be classified in both engineering series and series other than engineering reflective of the work of the organization. The memorandum also required that if a local determination is made that the position must be classified in a single series, prior approval of the next higher commander would be required.
3. This memorandum provides additional guidance regarding classification of these positions. Chiefs of Con-Ops/Operations manage a wide variety of programs. The occupational series assigned should reflect the diversity of the key functional areas in the organization. The positions will normally be classified in GS-025 (Park Management), GS-401 (General Biological Science), along with a mix of engineering disciplines (usually 810, 830, and/or 850). If a local determination is made that, in order to properly classify the position, a different mix of series must be used (e.g., 810/830/850/0254, 810/401, or 810/830/850/808 if the workload is primarily construction), prior approval of the next higher commander is required. Additional series may be included locally, when supportable. Other provisions of the referenced memorandum remain in effect.
4. I need your continued attention and support on this issue. We must ensure that we are providing proper career progression opportunities for our workforce and fully utilizing the talents of individuals who can help us lead the Corps into the future.

/S/

ARTHUR E. WILLIAMS
Lieutenant General, USA
Commanding

APPENDIX C

CEHR-E/CECW-0 (690-500)

16 JUN 1994

MEMORANDUM FOR Commanders, All MSCs and Districts

SUBJECT: Operations and Maintenance Management Positions

1. This memorandum expresses the Command's commitment to optimal utilization of our workforce by providing career ladders and affording the opportunity to develop to maximum potential. Commanders and selecting supervisors will look at all Operations and Construction-Operations recruiting actions to ensure that natural resources management, regulatory, emergency management, navigation, and hydropower personnel have an appropriate opportunity to compete for positions within Operations and Construction-Operations. This memorandum removes the hiring freeze and provides guidance for applying the policy.

2. In keeping with this philosophy, upon receipt of this memorandum, Commanders should review the classification of the following existing and proposed management positions. Normally these positions will be classified to both engineering and non-engineering series reflective of the work of the organization. If a local determination is made that the position must be classified to a single series, the establishment of the position must be submitted to the next higher commander for approval.

Chief and Assistant Chief, Operations
Chief and Assistant Chief, Construction-Operations
Chief, Operations Technical Support Branch
Chief, Management Support Branch
Operations Project Managers

3. Prior to recruitment, the positions in paragraph 2 above must be evaluated and classified using two separate job descriptions. When professional or non-professional occupational requirements are clearly predominant, the position should be classified to the occupational series which best reflects the predominant work of the organization. In classifying managerial and supervisory positions over multi-disciplinary work teams, greater emphasis must be placed on delegated managerial and supervisory authority and responsibility, the variety and diversity of programs, projects and/or functions directed, and technical skill and knowledge. These positions require a high degree of managerial ability and sufficient technical knowledge to plan, assign, direct, and review work operations.

CEHR-E (690-500)

SUBJECT: Operations and Maintenance Management Positions

4. Recruitment for current and future vacant positions should be advertised to provide Operations personnel an appropriate opportunity to progress to supervisory and management positions within Operations or Construction-Operations. Positions which strike the proper balance between leadership responsibilities and technical skills will provide the optimum career ladders through which our people can develop.

/S/

JOHN F. SOBKE
Major General, USA
Acting Commander